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## Security Processing of Personnel for Separation from CIA

Reference:

25X1A

### POLICY

All persons employed or associated with the CIA shall be given instructions in inherent security requirements and obligations at the time of their affiliation with or separation from the Agency, and prior to periods of extended leave.

### RESPONSIBILITIES

The Director of Security is responsible for administering the conduct of security processing in accordance with Agency policy and requirements.

### PROCEDURES

Procedures in this paragraph apply to both the Headquarters Washington, D. C. area and  installations. Employees in these locations will report for security processing to the Office of Security or the installation chief as applicable. Personnel reporting for exit interviews shall:

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(a) Review the pertinent extracts of the espionage laws, Act of June 25, 1948 as amended, and other applicable laws concerning the security of classified matter, and execute a termination secrecy oath (Attachment 1). Such personnel will include staff employees, consultants, individuals detailed to CIA from another Agency, and individuals transferring to another Agency of the Government. If executed in the field the agreement shall be forwarded to the Director of Security.

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(b) Be instructed regarding what may or may not be disclosed concerning duties performed while employed by or associated with CIA.

(c) Have impressed on them their obligations with regard to the maintenance of security on all matters pertaining to the Agency.

(d) Surrender all CIA badges, credentials, and other pertinent Government identification forms charged to them.

(e) In the presence of the interviewer answer all questions as related in Attachment 2.

The Special Termination Secrecy Agreement, Attachment 3, shall be used in addition to Attachment 1 in any one of the following circumstances involving termination of personnel:

(1) Detailed to CIA from another agency in the Government.

(2) Transferring to another agency of the Government.

(3) With detailed knowledge of CIA clandestine operations, sources or methods.

The above exit interviews are normally conducted in EAB, Office of Security and the signed termination oaths are made a matter of record in subject's Security file.

#### Overseas Indoctrination and Briefing

#### RESPONSIBILITY

Chiefs of Station and Bases are responsible for the security indoctrination and briefing of personnel under their jurisdiction. Such

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briefings will apply to staff employees, staff agents, individuals engaged by contract who are citizens of our country and who are witting (both as to organization and Government interest) and individuals on formal detail from another agency, and individuals transferring to another agency.

### PROCEDURES

A briefing of security obligations will be given each individual before termination of duties and while he is still under organization control. The individual being briefed will:

- (a) Read extracts of the espionage laws,
- (b) Read and execute the necessary secrecy agreement (Attachment 4),
- (c) Be instructed on what may or may not be disclosed concerning duties performed while employed by or associated with the organization. Instructions should be given to such individuals on where they may receive security guidance if needed in the future,
- (d) Be reindoctrinated on their obligation to maintain security on organization matters,
- (e) Surrender organization badges, credentials, documents and material or equipment, the return of which is required, and
- (f) Forward to the Office of Security, Headquarters, Termination Secrecy Agreement for inclusion in subject's Security file.

A special Termination Secrecy Agreement, Attachment 5, will be used (in addition to Attachment 4) when any termination of such personnel will have detailed knowledge of the organization's clandestine operations, sources, or methods. This type of secrecy agreement will be presented to the individual for execution at the time of the termination briefing.

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Reference: [ ] -57000-66

The [ ] Manual

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### POLICY

Upon any termination of project security access approval, the individual concerned will be security debriefed. Termination of access occurs when it is determined that a person's "must know" has ceased. As soon as practicable a security debriefing should be given which will emphasize the need for continued protection of [ ] information, and explain any restrictions upon travel to risk of capture areas. During the debriefing the individual will sign the Termination Secrecy Agreement, Attachment 6.

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### PROCEDURES

The above cited Termination Secrecy Agreements are normally executed in CIB/Office of Security. The signed agreement is made a matter of record in the subject's Security file. There may be an occasion when an individual may be debriefed by a Security representative of one of the DD/S&T special project offices, i. e., OSA, OSP, SPS. In that event the debriefing oath is forwarded to CIB for recording and inclusion in subject's Security file.

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## TALENT-KEYHOLE

Reference: TALENT Control Manual

### POLICY

All personnel having TALENT clearances who are being separated or reassigned without a continuing "need-to-know" status will be given a debriefing by the TCO. Debriefed personnel will sign a standard debriefing secrecy agreement, Attachment 7.

### PROCEDURE

In CIA all personnel are normally debriefed in CIB/Office of Security and the signed agreement is made a matter of record in subject's Security file.

In the event an employee holding a T/K access approval terminates his employment with this Agency while overseas, the TCO will have the employee execute a Termination Secrecy Agreement and forward the signed oath to Headquarters for inclusion in subject's Security folder.

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COMINT

Reference: CIA COMINT Regulation

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POLICY

Whenever a person's "need-to-know" has ceased or his access to COMINT should be terminated for other reasons, he shall be denied further access to COMINT and shall be debriefed. "Debriefing" is the process of informing persons that their access to COMINT has been withdrawn and that they are still bound by all security regulations pertaining thereto. It shall include at least:

- (1) A statement emphasizing the need for continued COMINT security.
- (2) A thorough explanation of the procedures to be followed in the event of inadvertent disclosures.
- (3) An explanation of the meaning of hazardous activities and the situations so covered.
- (4) The execution of a debriefing oath, Attachment 8, whenever the individual is reasonably available.

PROCEDURES

All CIA personnel are normally debriefed in CIB/Office of Security and the signed debriefing oath is made a matter of record in subject's Security file.

In the event an employee holding a COMINT access approval terminates his employment with this Agency while overseas, the CCO will have the employee execute a Termination Secrecy Agreement (similar to Attachment 8 which is the Headquarters type) and forward the signed oath to Headquarters for inclusion in subject's Security folder.

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